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|  | | | **Community Fund 2023**  **Application Form** | | |
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| **Section A** | | **Your name, address and contact details:** | | | |
| 1 | Name of Organisation | | |  | |
| 2 | Address and postcode | | |  | |
| 3 | Ward that your main office / HQ is located | | |  | |
| 4 | Organisational Company Registration/Charity Number: | | |  | |
| 5 | Project lead (contact name) | | |  | |
| 6 | Position in Organisation | | |  | |
| 7 | Telephone Number | | |  | |
| 8 | Email Address | | |  | |
| 9 | Organisation website (if applicable) | | |  | |
| 10 | Is any of the contact information provided above personal information (i.e. home address/telephone number/email? If so please tick this box. | | | |  |

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| **Section B** | | **Organisation Status: What type of organisation are you?** (please tick accordingly) ✓ | | |
| 11 | Constituted group: | | Registered charity |  |
| ‘Not for Profit’ Voluntary & Community Sector Group |  |
| Community Interest Company |  |
| Community Amateur Sports Club |  |
| Social Enterprise |  |
| Other (please specify): |  |
| 12 | Group type: | | **Please tell us what type of group you are?** (please tick accordingly) ✓ | |
|  |  | | Social Group |  |
| Sports Group |  |
| Disability Group |  |
| Group supporting people from ethnic minority backgrounds |  |
| Education/School Group |  |
| Church/Religious/Faith Group |  |
| Other – please specify : |  |

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| **Section C** | | **Your project / initiative details:** | | | | | | | | | | | | | | | | | | |
| 13 | Project / Initiative Name | | | | | | | | | | | | | | | | | | | |
| 14 | Site Address/ location (if the same as the address of your organisation / group please just write in ‘as above’): | | | | | | | | | | | | | | | | | | | |
| 15 | Project summary, including an outline, any key dates and people involved (please attach any supplementary information such as supporting drawings): | | | | | | | | | | | | | | | | | | | |
| 16 | Where will your project/initiative take place or where will the equipment be used?  (Please tick all the ward/s where your project will take place, especially if this is different to the address of your organisation.) | | | | | | | | | | | | | | | | | | | |
| Callowland | | |  | Central | | |  | Holywell | |  | Leggatts | |  | Meriden | | | |  | Nascot |  |
| Oxhey | | |  | Park | | |  | Stanborough | |  | Tudor | |  | Vicarage | | | |  | Woodside |  |
| 17 | Please explain how the project will provide local and/or borough-wide community benefits? | | | | | | | | | | | | | | | | | | | |
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| 18 | How many people do you expect to benefit from the project/initiative or the equipment?  (Please provide an estimate of both direct and indirect beneficiaries) | | | | | | | | | | | | | | | | | | | |
| Watford Residents: | | | | | | | | Non Watford Residents: | | | | | | Total: | | | | | |
| Direct | | | |  | | | | Direct | | |  | | |  | | | | | |
| Indirect | | | |  | | | | Indirect | | |  | | |
| 19 | Timescale of the scheme and when it will start: | | | | | | | | | | | | | | | | | | | |
| Start Date: | | | | |  | | | | | | End Date: | | | | |  | | | |
| Food Bank delivers food to the vulnerable throughout the year | | | | | | | | | | | | | | | | | | | |
| 20 | Please use this space to provide any additional information to support your application details of any development that has taken place in your area? | | | | | | | | | | | | | | | | | | | |
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| **Section D** | | **Financial Information:** | | | | | | | | | | | | | | | | | | |
| 21 | What is the total cost of your project? | | | | | | | | | | | | | | | £ | | | | |
| 22 | Total Community Fund contribution sought (maximum £2000): | | | | | | | | | | | | | | | £ | | | | |
| 23 | How does your scheme offer good value for money? | | | | | | | | | | | | | | |  | | | | |
| 24 | Please provide a budget breakdown of what you will spend your Community Fund grant on: | | | | | | | | | | | | | | | | | | | |
| Budget breakdown – please list costs | | | | | | | | | | | | | | | | Amount - £ | | | | |
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| If the request is less than the total cost, please explain below how will you fund the difference? | | | | | | | | | | | | | | | | | | | | |
| 25 | Total contribution from your own resources | | | | | | | | | | | | | | | £ | | | | |
| 26 | Total applied for from other funders | | | | | | | | | | | | | | | £ 6 | | | | |
| 27 | Please list below the names of the other funders you have applied to: | | | | | | | | | | | Expected date of outcome of application/s to other funders: | | | | | | | | |
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| 28 | If you have any other sources of funding, please detail them here: | | | | | | | | | | | | | | | | | | | |
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| 29 | Other sources of funding Please tell us if you have received any previous funding for projects from Watford Council in the last five (5) financial years.   |  |  |  |  | | --- | --- | --- | --- | | Project | Funding Programme | Amount Awarded | Financial year awarded | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | | | | | | | | | | | | | | | |

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| **Section E** | **How did you find out about the Community Fund? (please circle)** | | | |
| Website | | Poster/Leaflet | Social Media | About Watford Magazine/local press |
| An event | | Council officer | About Watford Magazine/local press | **Mayor/Local Councillor** |
| Other | | If other, please provide details: |  | |

**Your application will only be assessed if the following documentation is submitted with your application:**

* Constitution, governing document or equivalent (signed and dated)
* Equality & Diversity Policy
* Safeguarding Policy – if applicable
* Latest set of organisation accounts
* Public Liability Insurance - if applicable (Minimum cover of £5m)
* 3 x quotes for equipment/capital purchases - if applicable

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| **Section F** | **Signatory** | | | |
| Signed |  | Print name |  | |
| Status in group | |  | | |
| On behalf of (state group name) | |  | | |
| Date | |  | | |
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| **Section I** | **Data protection notice:** | | | |
| Watford Borough Council takes the security of your personal information seriously. We are required to collect certain personal information from you in order to deal with your application for grant aid.  You can view a detailed privacy notice to see how we intend to deal with your personal data by going to  [https://www.watford.gov.uk/transparency-open-data-1/privacy-notice/6](about:blank) | | | | |
| The council will use the information provided on this form for the form’s stated purpose. No personal information you have given us will be passed on to third parties for commercial purposes. The council’s policy is that information may be shared among officers across departments and other agencies, where the legal framework allows, if this will help to improve the service you receive and to develop other services. | | | | |
| Please tick this box if you do not consent to the council processing your information in this way where it considers it to be appropriate. | | | |  |
| This council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. | | | | |